



2016-2017

AFTERSCHOOL PROGRAMS

336.222.5030 • www.BurlingtonNC.gov/youth • TAX ID# 56-6001189

We would like to welcome you and your child to the Burlington Recreation & Parks Afterschool Programs. This is a joint effort of the Recreation & Parks Department and the Alamance-Burlington School System to provide a safe and enjoyable program for your child. The program will consist of a variety of recreational activities, arts and crafts, homework, quiet time, snack time and field trips. Recreation Supervisors and Counselors conduct the program.

IMPORTANT POLICIES

Listed below are a number of IMPORTANT POLICIES, PROCEDURES, and points of emphasis to give you a better understanding of the program. We hope to make this a successful experience for you and your child.

PURPOSE

The program strives to provide a safe, enjoyable and well-supervised environment for children pre-k through middle school, ages 4-14 years old following the regular school hours from 2:30pm until 6pm. All children are welcome without any discrimination. However, if a child cannot function safely in the program, he or she may not be able to remain in the program. Ratio of staff to participants is 1:20.

PARENT NEWSLETTER

A Parent Newsletter will be distributed to the parents once every other month to inform you of special trips, etc. In addition, the staff will post reminders at the entrance and exit of the site. Remember to check the sign out table for important reminders.

LOCATIONS (tentative)

Programs are held at these school sites:

- Andrews Elementary
- Grove Park Elementary
- Hillcrest Elementary
- Newlin Elementary

Pick Up & Drop Off Programs available at:

- Thataways Youth Center for students of Smith Elementary, River Mill Academy, & Turrentine Middle School (*SPACE IS LIMITED*)

PARENTS – always use the designated Afterschool entrance and exits only

SNACKS (tentative)

A snack will be provided to each child daily. If your child is unable to eat certain snacks or would like seconds, they may bring a snack from home.

DEPARTURE

To insure that all children depart safely, parents will be required to come inside the facility and sign their child out. This also allows for daily contact between parents and staff. If someone else is picking up your child, their name must be listed on the registration form or you **must** send a note in advance. Anyone new picking up a child will be required to show identification. Parents that are late picking up their child will be charged a late fee of \$1 per minute per family. The late fee **must** be paid before your child can return. If you are consistently late, your child will be dropped from the program.

FIELD TRIPS

Departure and arrival times for Afterschool trips are estimated times. Please allow 30 or more minutes for safety. On the field trips, parents will pick up at the trip site and sign their child out there. During field trips, Part Time students can stay until 6pm. Always check your Parent Newsletter, the sign out table, and the signs on the doors. Afterschool children are responsible for their belongings. Please label all of your child's belongings.

DISCIPLINE

If discipline problems do occur the staff will talk to the child and try to clarify and correct the problem/situation. If the child continues to misbehave and shows no improvement then a parent/director meeting will be requested to explore further options. For safety reasons, all children must behave on the bus/van or they will be suspended. Safety, enjoyment, and respect for each child and the staff are very important to the program.

INJURIES & MEDICATION

An accident/incident report will be provided for your child in case of injury or illness and parents will be notified. If parents cannot be reached, a relative or friend will be notified. If your child must take medication during the programs, a Medication Policy Packet (available upon request) must be completed in advance or personnel will not be able to administer the medication to your child. Medication cannot be on site or in the child's possession until the packet has been approved. This may take up to two weeks for approval.

AFTERSCHOOL PHONE NUMBERS (M-F, 2:30pm-6pm)

Andrews Elementary	336-263-1242
Grove Park Elementary	336-261-8042
Hillcrest Elementary	336-516-7824
Newlin Elementary	336-516-2549
Thataways Youth Center	336-222-5134
Kathy Hayes - Youth Program Director	336-222-5072
Brandy McCandless - Assistant Director	336-229-3150
Maggie Massey - Thataways Director	336-222-5134
BRPD Main Office & Billing (M-F, 8am-5pm)	336-222-5030



NOTIFY ME NOTIFICATIONS

Stay in the loop with Burlington Recreation & Parks!

Register for Notify Me Notifications to receive phone calls, text messages, and/or emails from any combination of subscription lists from the City of Burlington about upcoming programs and events, as well as inclement weather updates. You can tailor your topic selection to your interests and select your preferred method of message receipt. Visit www.BurlingtonNC.gov/NotifyMe and subscribe to receive communications from the City of Burlington.

The first day of the Afterschool Program will be Monday, August 29th for ABSS. The first payment (September) will need to be received by the first day of school to complete registration and attend for Full Time and Part Time participants of ABSS. There is no August/June payment for Full Time and Part Time participants of ABSS once September/May are paid in full.

River Mill's first payment (August) will need to be received before the first day of school Wednesday, August 10th to complete registration & attend.

MONTHLY FEES: FEES ARE DUE BEFORE THE 1ST OF EVERY MONTH

Switching statuses must be made before the 1st of the month.

FULL TIME: Your child must be picked up by 6pm sharp. Fundays are included in the monthly fees for Full Time. Fundays must have a minimum of 10 paid participants to operate.

\$140/month	1 st child
\$130/month	2 nd child
\$120/month	3 rd child

PART TIME: Your child can attend every day until 4:30pm or they can attend up to 3 days a week until 6pm. If your child is picked up after 4:30pm, you will be asked to switch to Full Time. Turrentine Middle students can attend every day until 6pm. Fundays are not included in the fees for Part Time.

\$90/month	1 st child
\$80/month	2 nd child
\$70/month	3 rd child

DROP IN FEES: FEES ARE DUE BEFORE ATTENDING

Switching statuses must be made before the 1st of the month.

DROP IN: Your child may attend on certain days if you only need care here and there from 2:30pm-6pm. Drop In fees apply for the months of August & June. All Drop In fees must be paid before the child attends each day.

\$10/day	1 st child
\$8/day	2 nd child
\$7/day	3 rd child

LATE PICK UP = LATE FEE

Parents that are late picking up their child will be charged a late fee of \$1 per minute per family. The Late Fee must be paid before your child can return. If you are consistently late, your child will be dropped from the program. The Late Fee applies to Full Time, Part Time, and Drop Ins.

The program closes at 6:00pm sharp.

PAYMENTS

Afterschool Full & Part Time Fees will be due “BEFORE” the 1st of every month and must be kept current. If payments are not received before the 1st of every month, your child will not be able to attend the program until it is paid.

Payments will not be accepted at the Afterschool sites, however you can bring them to the Main Office (1333 Overbrook Road), drop them in the drop box, pay over the phone with your debit or credit card (Visa or MasterCard), or mail them to the following address:

Burlington Recreation & Parks, ATTN: Youth Programs,
P.O. Box 1358, Burlington, NC 27216

Make sure to include your child's name, program site, & month on your check or money order.

FUNDAYS: (DATES AVAILABLE AT SITES & ONLINE)

7:30am - 6:00pm • Ages: 4 -14 • Thataways Youth Center

FEES:

Full Time: included in the monthly fees
Part Time, Drop In, & Public: must pay in advance
\$20-1st child, \$16-2nd child, \$14-3rd child
*Weekly Special (5 consecutive days only): \$60-1st child, \$50-2nd child, \$40-3rd child

Burlington Recreation & Parks offers care during teacher workdays, holidays, and snow days through the Fundays Program. Registration form and payment must be received in advance and a hard copy of the receipt must be presented at the sign in table for Part Time, Drop In, & Public Participants. If you are delinquent in Camp or Afterschool payments your child will not be able to attend Fundays. No refunds or transferable options for Fundays payments. Fundays must have a minimum of 10 paid participants to operate.

What to Wear:

- ***Sneakers & Socks (no flip flops, sandals or crocs)***
- Sunscreen
- Clothes you do not mind getting dirt or paint on throughout the active day

What to Bring:

- A bottle of water with your child’s name on it
- Morning snack (an afternoon snack will be provided)
- A healthy lunch and drink
- Children are responsible for their belongings

INCLEMENT WEATHER

Early Release Due to Inclement Weather*

There is no additional fee if school lets out early. If there is early release from school due to adverse weather conditions, the Afterschool Program will begin immediately following students dismissal and will automatically close one hour following the school’s dismissal. Please make sure you have a plan in place to pick your child up within the one hour.

For Safety Reasons, we **will not pick up children from “pick up” locations in the event of Early Release. (Smith Elementary, River Mill Academy, or Turrentine Middle School)*

Snow Days Fundays

Snow Days Fundays operate when the children are out of school due to snow, the accumulation has stopped, and road conditions are clear enough for our families and staff to attend safely.

Snow Days Fundays are held at Thataways Youth Center. Fees during the Snow Days Fundays for children will be as follows for Part Time, Drop In, & Public participants: \$20-first child, \$16-second child, and \$14-third child. Registration & payment must be received at the BRPD Main Office before drop off. There is no additional fee for paid Full Time Afterschool participants.

For more information about Fundays, including what to wear & what to bring, please visit www.BurlingtonNC.gov/youth or ask your afterschool director for a flyer.

How to find information for Snow Days Fundays & operational times:

- 1) Visit the website at www.BurlingtonNC.gov/NotifyMe in advance & sign up for Notify Me Notifications. Snow Days Fundays information will be sent out through “Programs for Children & Teens”.
- 2) “Like” Burlington Recreation & Parks on Facebook to check for updates.
- 3) Watch WFMY News 2 or WGHP Fox 8 and look for **BRPD Afterschools**.
- 4) Call Thataways Youth Center at (336) 222-5134 once Snow Days Fundays begin for the day.